

Capital Planning Committee Meeting Minutes October 27, 2016

In attendance were: Charles Foskett
Barbara Thornton
Mike Morse
Brian Rehrig
Sandy Pooler
Amy Fidalgo
Steve Andrew
Richard Viscay (arrived at 5:20)

Not in attendance: Diane Johnson
Anthony Lionetta

Also in attendance: Stephen Gilligan, Treasurer
Timur Yontar, 58 Bates Road

- **Meeting Opened:** Charlie Foskett opened the meeting at 5:10pm. Stephen Gilligan updated the Committee on the Town's bond sale. There was a presentation to S&P one week ago, and the Town has received a 'AAA' bond rating for the thirteenth year in a row. Stephen Gilligan summarized the bids that came in and said that the winning bid will be presented to the Board of Selectmen on Monday night for approval. Stephen Gilligan explained to the Committee that the remaining premium will be used to offset capital project borrowing in the next fiscal year; the Town cannot stockpile premiums per federal law. Sandy Pooler asked if the Committee should think of this premium as a financing source. Stephen Gilligan confirmed. The Committee discussed how to use this premium when calculating the debt service.

The Committee reviewed the minutes of September 29, 2016. The minutes of September 29, 2016 were reviewed and accepted. (7-0)

- **Planned sub-committee hearings and notice to departments:** Sub-Committees will continue to notify Department Heads about its upcoming meeting schedule to review capital requests. Agenda Item 7, Planning Hearings at Capital Planning Committee meetings, was taken out of order. Rich Viscay said that the School Sub-Committee should be ready to present a report on November 9th. Brian Rehrig said that the Community Safety Sub-Committee should be ready to present the Fire Department's requests on November 9th. Brian Rehrig stated that there may be some changes to the radio replacement program originally submitted by the Fire Department, but this will be addressed in the report to the Committee.
- **Capital balances:** Brian Rehrig said that unspent prior year balances in the report originally provided by Rich Viscay will be addressed in the upcoming Sub-Committee report.
- **Review FY 2018-2022 Submissions from Departments and Sub-committee reports:**

- **Administration:** Barbara Thornton summarized a memo from the Administration Sub-Committee with general recommendations for capital budgeting, including a change in the definition of capital from over \$3,000 and a three year life, to over \$35,000 and a five year life. Rich Viscay said this recommendation is worth discussing because the plan is bogged down by small operational and maintenance costs, such as photocopiers. The Committee discussed how these changes would affect the Long Range Plan, and Town Meeting. Charlie Foscett informed for the Committee that in the past, Department Heads would have to justify their budgets line by line at Town Meeting, which resulted in a great deal of time being spent on discussion of budgets. This is one of the reasons why items such as photocopiers were eventually moved into the Capital Plan. Steve Andrew suggested that the Committee look at all the items that would have been removed from the Capital Plan with this recommendation, and see what influence it would have on the 5% limit. Sandy Pooler stated that although \$3,000 and three years is a small amount of money and a short timeframe, he would not recommend making the proposed change. Sandy Pooler stated that the most important implication is the impact on the School and Town operating budgets, and this change would put a lot of pressure on their budgets. He added that the political continuity for Town Meeting to understand the capital budget process is of high importance.

The Committee discussed the burden of yearly copier requests, and maintenance items that end up being considered capital. Barbara Thornton recommended the Town adopt a procedure for buying copiers similar to how David Good, Director of IT, oversees the purchases of computers and printers for the Town. Sandy Pooler said that he will be providing an analysis of the photocopier leases, and proposed oversight of the leases. Charlie Foscett stated that document retention should be included in this analysis. Sandy Pooler agreed, and added that Jim Feeney, Assistant Town Manager, is in charge of public records requests now.

- **Selectmen:** The Committee discussed the Selectmen's capital requests. The Committee voted 7-0 to support the recommendations outlined in the Sub-Committee's report.
- **Library:** The Committee discussed the Library's capital requests. Sandy Pooler said he would recommend to Andrea Nicolay that she work with DPW to address the concrete sidewalk repairs. Charlie Foscett asked for more information on the Elevator Overhaul item, including what the expected life would be for the \$85,000 request. Barbara Thornton said she would discuss this further with Andrea Nicolay. The Sub-Committee explained the multi-part A/C Replacement Project for the Library, and its recommendation to have all these requests be funded in the same year. The Facilities Department has been consulted about these requests. Charlie Foscett pointed out that the Windows request should be funded the same year as the A/C Replacement Project. The Committee asked for the detailed equipment list included with the MLN Equipment Schedule for FY18-22. ITAC is aware of this capital request.

The Committee voted 7-0 to approve the items as outlined in the Sub-Committee report. The Sub-Committee discussed the prior capital balances that remain open for the Library, and pointed out the accounts that Andrew Nicolay would like to still use.

- **COA Transportation:** Steve Andrew summarized the recommendation of the Sub-Committee. Charlie Foscett asked if the Administrative Sub-Committee could review the COA Transportation request alongside the HHS capital requests moving forward. The

Committee agreed, and voted 7-0 to approve the recommendation of the Sub-Committee as outlined in its report.

- **Treasurer:** Steve Andrew reviewed the requests submitted by the Treasurer's Department and discussed the Sub-Committee's recommendations. The Committee voted 7-0 to approve the recommendations of the Sub-Committee as outlined in its report.
- **IT:** Steve Andrew reviewed the requests submitted by the IT Department and the recommendations of the Sub-Committee. The Committee discussed the unspent balance of \$500k for the Town-wide telephone system upgrade. The Committee discussed the urgency of this item, and expressed its desire to see this project begin. The Committee voted 7-0 to approve the recommendations of the Sub-Committee as outlined in its report.

Steve Andrew requested that the report on the Planning and Redevelopment Board requests be presented at an upcoming meeting; the Committee agreed.

Adjournment.